Contents

About this feature

A new feature has been added to allow educators and administrators to switch between students they have been granted access to, or have access to through their administrative privileges, without needing to navigate completely away from a student.

This new feature "Switch Students", will switch from one form to the same form for a different student. As an example, while on *Tommy Student's* **Prior Written Notice**, *Sally Educator* can use this feature to go to *Jill Student's* **Prior Written Notice** immediately without go all the way out to the student list and back to the same form for the next student.
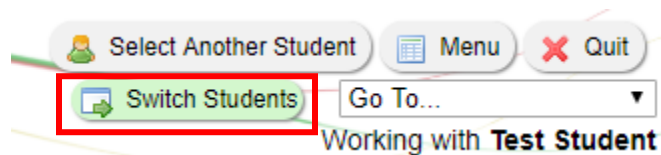
This feature is compatible with most forms, but it has been excluded from forms where it is not compatible. This includes, but is not limited to:

- Evaluation Report sections (But not the Evaluation Report Menu)
- Activity Logs (But not the Activity menu)
- Communication Log Entries (But not the Communication Log menu)
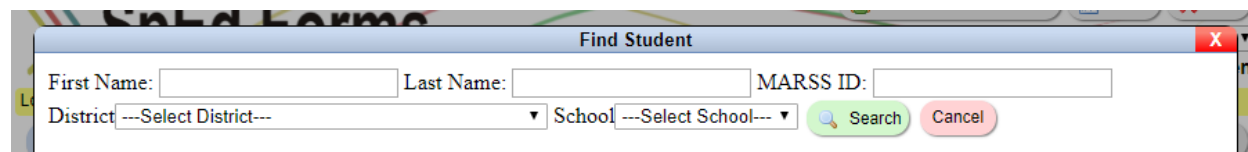- Service Log Entries (But not the Service Log menu)

It is also not available from any Administrative page, as administrative pages are non-student-specific.

How to use this feature

From any page supporting this feature, there will be a button next to the "Go To…" drop down, as pictured here:
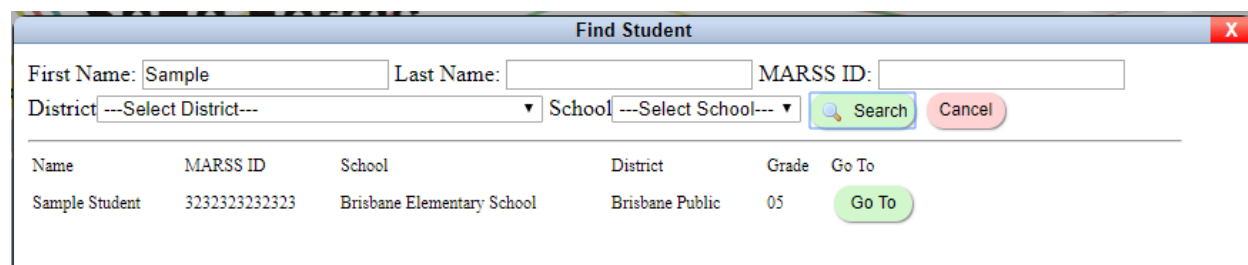

Clicking this button will open a search page. The top of the search popup is pictured below:

On this popup, enter one or more search criteria. In the example below, we have entered "Sample" to find a student and clicked "Search". Clicking "Cancel" will close the popup, as will clicking the red X at the top right of the popup.
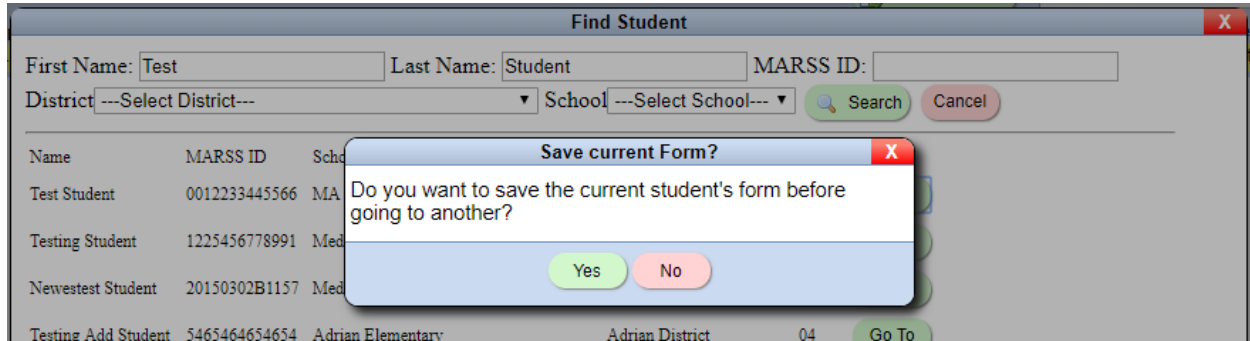
Note: Partial first, last, and MARSS numbers are allowed.
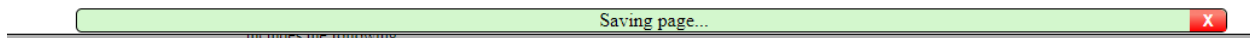
Navigating to another Student

From a page without savable elements, or where the page has already been saved and nothing has been changed, the navigation upon clicking "Go To" is immediate. From pages where the form has been changed without saving, a popup warning will show after clicking "Go To":

Selecting "No" will discard the changes and navigate immediately. Selecting "Yes" will save the form, as indicated by this message at the bottom of the screen:

Once the save has been completed and our server acknowledges that the page has been saved, navigation will occur. Dismissing the "Saving page…" message will not interrupt this process, but it is not recommended, as any changes made after Clicking "Yes" will be lost.

Access Limitations

Users can quickly switch to any student within their domain of access. What this means is outlined below:

- **Super Administrators** can switch to any student on the server
- **Cooperative Administrators** can switch to any student within their Cooperative or any student they are shared with on the server.
- **District Administrators** can switch to any student within their District or any student they are shared with on the server.
- **Building Administrators** can switch to any student in their building or any student they are shared with on the server.
- **Teachers** can switch to any student they have been granted access to.

Users cannot switch to any student they are not shared with or do not have access to through their administrative permissions (if any).

Accountability & Logging

Whenever the Switch Students feature is used, we keep a permanent log of who the user was viewing prior to switching as well as who the user switched to. We also keep a log of whether the student data was saved when switching, if applicable.